

**CLASS TITLE: ASSOCIATE TAX ADMINISTRATOR/CHIEF OF STAFF
(TAXATION)**

Class Code: 0268101
Pay Grade: 45A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve in a responsible capacity to the Tax Administrator by relieving them of administrative details in connection with planning, coordinating, directing, and controlling the Division of Taxation's functions and programs, specifically in regard to the application and implementation of all tax policy aspects; to address and handle a variety of daily Division operations by interacting and engaging closely with employees to identify any issues and provide valuable solutions; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Tax Administrator from whom general and specific work assignments are received with considerable latitude for the exercise of independent judgement and initiative. Work is subject to review for conformance to policies, rules, and/or instructions.

SUPERVISION EXERCISED: To assist the Tax Administrator and other Division leaders to plan, organize, and direct the work of the Division of Taxation staff; to directly supervise, oversee and direct the work of a staff engaged in providing tax policy and/or legal advice and services for the Division.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve in a responsible capacity to the Tax Administrator by relieving them of administrative details in connection with planning, coordinating, directing, and controlling the Division of Taxation's functions and programs, specifically in regard to the application and implementation of all tax policy aspects.

To address and handle a variety of daily Division operations by interacting and engaging closely with employees to identify any issues and provide valuable solutions.

To assist the Tax Administrator in the overall planning and administration of divisional activities as well as the monitoring of performance and output.

To regularly work and communicate with Division employees of all levels.

To contact Division officials for the purpose of obtaining information and recommendations for the planning of programs and policies, and to communicate with management on behalf of the Tax Administrator.

To prepare reports and analyses for the use of the Tax Administrator in their evaluation of the effectiveness of current programs and policies and/or determining the need for new programs and policies.

To confer with departmental officials, as directed, on legislative proposals and to make reports thereon to the Tax Administrator relative to their purpose, content, and need.

To assist the Tax Administrator in keeping Division officials informed of the Tax Administrator's decisions and recommendations on programs and policies; to contact these officials at frequent intervals to ascertain the action taken by them relative to such decisions and recommendations and to make reports thereon.

To frequently collaborate with the Tax Administrator to sustain, promote, and grow Divisional programs and services.

As directed, to analyze existing and proposed statutes, rules, and regulations and to report thereon.

To participate in strategic planning and preside over meetings as needed.

To arrange and/or attend meetings and conferences involving state officials, the public, and the Tax Administrator and to represent the Tax Administrator in their absence at such meetings and/or conferences.

To provide legal and tax policy assistance to senior Division staff as required in carrying out responsibilities.

To supervise the Division's Legal Section and provide legal assistance to the Tax Administrator.

To direct the work of a staff engaged in providing tax policy and/or legal advice and services for the Division.

To prepare tax policy and/or legal guidance on specific matters for Division staff, and to develop and plan a legislative program.

To represent the Division of Taxation before federal and State courts and other public and private entities.

To participate in formulating and effectuating overall tax and/or legal policy; to be responsible for the planning and programming of divisional activities; and to coordinate such activities with overall divisional activities.

To supervise and conduct administrative adjudication hearings together with subsequent judicial enforcement actions, regarding persons who violated any of the laws or rules or regulations administered by the Division of Taxation.

To advise the Tax Administrator on the results of administrative hearings, court rulings, policy changes, and federal and state legislation; to keep current on developments and trends in the field of Tax Administration.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: Thorough knowledge of the provisions of the Rhode Island General Laws administered by the Division of Taxation; knowledge of the principles and practices of tax administration, tax policy, and public administration; the ability to make complex fact-finding studies of Division of Taxation functions, operations, policies, and programs; the ability to exercise judgement in selecting, briefing, and presenting pertinent material or analytical reports for the use of a superior for their evaluation of the effectiveness of such functions, operations, policies, and programs; the ability to work in a liaison capacity between the Tax Administrator and Division of Taxation officials for the purpose of following up actions taken on the Tax Administrator's suggestions, recommendations or decisions, and to prepare reports on findings; the ability to interpret the provisions of General Laws and to prepare opinions relating thereto for use in the administration of the functions of the Division of Taxation; the ability to prepare, or direct the preparation of, briefs and rulings and miscellaneous tax policy and/or legal documents; the ability to draft rules and regulations having the force and effect of law, consistent with the purpose and provisions of the General Laws; the ability to exercise independent judgement in making decisions in unusual cases involving tax policy and/or legal matters; the ability to plan, organize, coordinate, and direct the work of a staff, including attorneys, engaged in handling divisional matters of a tax policy and/or legal nature; advanced written and verbal communication skills; the ability to lead in an effective and trustworthy way; skills in organization and planning to prioritize tasks, set meetings and diffuse work conflict; advanced organizational skills and attention to detail; ability to prioritize

and delegate tasks; excellent speaking and presentation skills; proficiency with Microsoft Office Suite or related software; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Graduation from an accredited law school; and

Experience: Employment in a responsible position involving the making of administrative studies and analyses of the effectiveness of programs and policies and the making of reports thereon; or employment in a responsible position involving the following up of directions and instructions of a superior to subordinate officials relative to the management and control of governmental or industrial operations and the making of reports thereon, and considerable employment in a responsible administrative and supervisory capacity within a tax policy and/or legal services program involving the interpretation of law and the application of pertinent laws, rules and regulations, decisions or policies.

SPECIAL REQUIREMENT: Applicant must be a member of the Rhode Island Bar and must maintain membership as a condition of employment.

Class Created: November 21, 2021